

Appendix D Operations and Maintenance Manual

(PROJECT NAME)

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D-1. The inspection forms furnished in this appendix are samples from which the user should design forms that reflect specific project features. Instructions should be tailored to the Superintendent so that he knows how many beach and dune forms and how many structural forms he needs to complete during an inspection.

D-2. Assuming that the protection device is primarily the beach, berm, and dune, a form has been developed for that portion of the project. That form may need only minimal revision to suit the user's purposes. For example, the project name will need to be inserted. The user may also need to instruct the Superintendent at which stations he should inspect the beach. This may be uniformly along the shore, e.g., every 1,000 to 5,000 ft or at specific locations, e.g., dune crossovers, ramps, or parking lots.

D-3. The project may include erosion-control structures to protect the beach and dune. A terminal groin, system of groins, system of offshore breakwaters, or other structure may be included in the project. The structure inspection form needs to be modified to depict each of these structures. If the structure is not made of stone, other revisions will be needed to help the superintendent inspect the project. He will need to be furnished with forms for each type of feature so that he can fill out one form for each structure.

INSPECTION FORM BEACH AND DUNE (PROJECT NAME)		Station ____ + ____
DATE OF INSPECTION: ____ ____ ____ <div style="text-align: center; font-size: small;">YEAR MONTH DAY</div>	COMMENTS	
TYPE OF INSPECTION: ____ REGULAR ____ POST-STORM		
EROSION? ____ YES ____ NO STA ____ + ____ to STA ____ + ____ <i>Estimated Volume</i> _____ CY		
ACCRETION? ____ YES ____ NO STA ____ + ____ to STA ____ + ____ <i>Estimated Volume</i> _____ CY		
BEACH SCARP? ____ YES ____ NO STA ____ + ____ to STA ____ + ____ <i>Estimated Height</i> _____ FT		
OVERTOPPING OF BERM OR DUNE DURING HIGH WATER? ____ YES ____ NO STA ____ + ____ to STA ____ + ____ <i>Estimated Depth</i> _____ FT		
ENCROACHMENT? <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%;"> <i>Structural</i> <i>Pedestrian</i> <i>Vehicular</i> </div> <div style="width: 60%;"> <div style="display: flex; justify-content: space-between;"> ____ YES ____ NO </div> <div style="display: flex; justify-content: space-between;"> ____ YES ____ NO </div> <div style="display: flex; justify-content: space-between;"> ____ YES ____ NO </div> <div style="display: flex; justify-content: space-between;"> ____ YES ____ NO </div> </div> </div>		
<i>If YES, Describe remedy used! -----></i>		
SAFETY? ____ GOOD ____ FAIR ____ POOR <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%;"> <i>Parking Rules</i> <i>Life Guards during Swimming Season</i> </div> <div style="width: 60%;"> <div style="display: flex; justify-content: space-between;"> ____ YES ____ NO </div> <div style="display: flex; justify-content: space-between;"> ____ YES ____ NO </div> </div> </div>		
PREPARED BY: PREPARER _____ <div style="text-align: center; font-size: x-small;">SIGNATURE</div>	CERTIFIED BY: SUPERINTENDENT _____ <div style="text-align: center; font-size: x-small;">SIGNATURE</div>	

<div style="text-align: center;">INSPECTION FORM</div> <div style="text-align: center;">BEACH AND DUNE</div> <div style="text-align: center;">(PROJECT NAME)</div>	SHEET 2 OF 2 Date: _____ YEAR MONTH DAY
CONDITION OF VEGETATIVE COVER ____ GOOD ____ FAIR ____ POOR <i>Plants per square meter</i> ____ <i>Destroyed or Dying</i> ____ YES ____ NO STA ____ + ____ to STA ____ + ____ <i>Excessive weeds</i> ____ YES ____ NO STA ____ + ____ to STA ____ + ____	COMMENTS <div style="height: 300px;"></div>
CONDITION OF SAND FENCING ____ GOOD ____ FAIR ____ POOR	
BEACH ACCESS ____ GOOD ____ FAIR ____ POOR	
OTHER DAMAGE ____ YES ____ NO STA ____ + ____ to STA ____ + ____ <i>Write a detailed comment -----></i>	
MAINTENANCE SINCE THE LAST INSPECTION ____ YES ____ NO <i>Write a detailed comment -----></i>	
SURVEYS CONDUCTED SINCE THE LAST INSPECTION ____ YES ____ NO <i>NOTE: A minimum of one survey must be made annually. A comparison of the original survey of this range and the last three surveys should accompany this report of inspection.</i> <div style="text-align: right;"><i>Last survey date:</i> _____ YEAR MONTH DAY</div>	
BEACH CLEANLINESS? ____ GOOD ____ FAIR ____ POOR <i>Trash barrels</i> ____ YES ____ NO	
CONDITION OF PARKING LOT ____ GOOD ____ FAIR ____ POOR	

INSPECTION FORM STRUCTURAL FEATURE <u>(PROJECT NAME)</u>						Station ____+__	
DATE OF INSPECTION: _____ YEAR MONTH DAY				COMMENTS			
TYPE OF INSPECTION: ____ REGULAR ____ POST-STORM							
DAMAGE TO TRUNK _____ YES _____ NO LEFT SIDE RIGHT SIDE Groin STA _____ + _____ to STA _____ + _____ Length _____ FT Width _____ FT Depth _____ FT							
DISPLACED ARMOR STONE _____ YES _____ NO							
SETTLING _____ YES _____ NO							
STEEPENING _____ YES _____ NO							
SLUMPING/SLUFFING _____ YES _____ NO							
STONE DETERIORATION _____ YES _____ NO							
EXPOSED UNDERLAYER _____ YES _____ NO							
OTHER (Comment) _____ YES _____ NO							
DAMAGE TO CREST _____ YES _____ NO							
DISPLACED ARMOR STONE _____ YES _____ NO							
SETTLING _____ YES _____ NO							
BRIDGING _____ YES _____ NO							
STONE DETERIORATION _____ YES _____ NO							
EXPOSED UNDERLAYER _____ YES _____ NO							
OTHER (Comment) _____ YES _____ NO							
DAMAGE TO HEAD _____ YES _____ NO							
DISPLACED ARMOR STONE _____ YES _____ NO							
SETTLING _____ YES _____ NO							
STEEPENING _____ YES _____ NO							
SLUMPING/SLUFFING _____ YES _____ NO							
STONE DETERIORATION _____ YES _____ NO							
EXPOSED UNDERLAYER _____ YES _____ NO							
OTHER (Comment) _____ YES _____ NO							
PREPARED BY: PREPARER _____				CERTIFIED BY: SUPERINTENDENT _____			
SIGNATURE				SIGNATURE			

INSPECTION FORM STRUCTURAL FEATURE (PROJECT NAME)	SHEET 2 OF 2 Date: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> YEAR MONTH DAY </div>
GENERAL STONE DAMAGE ___ YES ___ NO PITTING ___ YES ___ NO SPALLING ___ YES ___ NO ROUNDING ___ YES ___ NO CRACKING ___ YES ___ NO BREAKING ___ YES ___ NO OTHER (Comment) ___ YES ___ NO	COMMENTS
GENERAL CONDITION ___ GOOD ___ FAIR ___ POOR GOOD INTERLOCKING ___ YES ___ NO STONES STABLE FOR NORMAL WAVES? ___ YES ___ NO	
BEACH AND NEARSHORE BOTTOM CONDITION ___ GOOD ___ FAIR ___ POOR SAND WASHING THROUGH GROIN? ___ YES ___ NO <i>Length</i> _____ FT <i>Width</i> _____ FT <i>Depth</i> _____ FT SCOUR AT HEAD? <i>Length</i> _____ FT <i>Width</i> _____ FT <i>Depth</i> _____ FT SCOUR ALONG TRUNK? <i>Length</i> _____ FT <i>Width</i> _____ FT <i>Depth</i> _____ FT	
MAINTENANCE SINCE THE LAST INSPECTION ___ YES ___ NO <i>Write a detailed comment -----></i>	
SURVEYS CONDUCTED SINCE THE LAST INSPECTION ___ YES ___ NO <i>NOTE: A minimum of one survey must be made annually. A comparison of the original survey of this range and the last three surveys should accompany this report of inspection.</i> <div style="text-align: right;"> <i>Last survey date:</i> _____ <div style="display: flex; justify-content: space-around; font-size: small;"> YEAR MONTH DAY </div> </div>	